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MEMORANDUM TO: Comptroller

SUBJECT : Isolation of Problem Areas

1. In connection with our inspection of Agency fiscal management, it would be most useful to the inspection team to have your own analysis of the significant problems or deficiencies which you believe to exist relative to your overall responsibilities. This will assist us in focusing our attention throughout the inspection upon matters of known concern.

2. We would like this information by Monday morning, July 26 and request that each problem or deficiency be presented as a separate document. In original and three copies is desired. In the event it is not possible to prepare some of these studies in time, an interim brief will be helpful.

3. We believe it would be most useful if each presentation contained at least the following:

- a. A description of the problem or deficiency, its magnitude and significance.
- b. Your analysis of the principle causes of the situation and, to the extent that the matter is not purely internal to your office, identification of other offices having collateral interests and responsibilities.
- c. Action which has already been initiated to improve or eliminate the situation with reference to any formal studies or papers which are available for more detailed information. Indicate your opinion as to probable effectiveness of such action.
- d. References to the names of officials who are most conversant with details of the problem including those in other components if possible.
- e. Further action(s) which you believe will be necessary, indicating whenever possible critical policy determinations which may be necessary prior to such action.
- f. I would like to stress the value of your own appraisals of the problems and deficiencies affecting the fulfillment of your responsibilities and to point out that the existence of conflicting policies or views held by other officials in no way lessens the value of your views to the Agency.

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